



VACANCY ANNOUNCEMENT

The Department of Health has a career opportunity for qualified candidates for the following position:

Title Technical Assistant 3 [Classified Competitive]			Salary A13 \$34,628.13 - \$48,398.13
Posting Number 29-16	Position Number P953197	Number of Positions 1	Posting Period * From: 2/5/16 To: 2/19/16
Location: 369 South Warren Street Trenton, NJ 08625			Scope of Eligibility/Open to: All Departments/State Employees

GENERAL DESCRIPTION

Under the direction of the Executive Assistant, this position will perform technical functions in providing information and assistance in reviewing and verifying data relating to the administrative services of the division. This role will respond to less complicated inquiries and provide technical information/assistance in uncomplicated cases pertinent to the unit/office. Performs research and/or receives guidance from technical personnel to supply the information required. Perform research utilizing Business Objects and other applications, for various projects and to create various reports in application MSWord, MSExcel and other applications. Review and respond to inquiries via telephone, e-mail, or personal visit in a timely accurate fashion, providing a high level of customer service, and in strict confidence. Review and refers issues that involve substantial technical detail to higher authority for disposition. Will assist in maintaining a file of decisions or opinions on issues to ensure uniformity. Will assist in preparation of requests for appropriate actions, prepare/process related forms, filing, and initiate follow-up action if necessary. Confers and/or corresponds with individuals to obtain information and/or supporting documentation necessary to carry out objectives of the unit. Verifies completeness of information in any of the following: applications, reports, files, returns, proposals, forms, and packages, and their accuracy before moving to the next step in the process.

REQUIREMENTS (EDUCATION / EXPERIENCE / LICENSES)

EXPERIENCE:

Two (2) years of experience in reviewing, verifying authorizing, and/or providing information and assistance of a technical or fiscal nature in a public or private organization.

NOTE: Applicants who do not possess the required experience may substitute semester hour credits from an accredited college or university on a year-for-year basis with thirty (30) semester hour credits being equal to one (1) year of experience.

FILING INSTRUCTIONS

Forward your cover letter, resume and application for employment** to:

**Rosalind Finney, Executive Assistant 2
Health Infrastructure Preparedness/Emerg. Response
Reference Posting #29-16
New Jersey Department of Health
PO Box 361
Trenton, NJ 08625-0361**

You can reply to this posting by emailing your cover letter, resume and application for employment to:

PSTHIPER@doh.state.nj.us

* Resumes received after the closing date MAY be considered if the position is not filled.

** NOTE: You can access the State of New Jersey Application for Employment at: www.nj.gov/health/forms/dpf-663.pdf

- Newly hired employees must agree to a thorough background check that will include fingerprinting.
- In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification form upon hire.
- In accordance with N.J.S.A. 52:14-7, the "New Jersey First Act", all employees must reside in the State of New Jersey, unless exempted under the law. If you do not live in New Jersey, you have one year after you begin employment to relocate your residence to New Jersey.
- **The New Jersey Department of Health is an Equal Opportunity Employer.**